



Procedure

ENROLMENT PROCEDURE

RELEVANT POLICY

Stewardship of Resources

INTRODUCTION

In accordance with the 'Guidelines of Enrolment in a Brigidine School', St Joseph's College is committed to offering enrolment to families seeking an education within the Catholic tradition and based on the Brigidine Core Values.

PURPOSE AND SCOPE

This procedure will guide the decision-making of the Principal and/or the enrolment panel in determining the enrolment of students to St Joseph's College. The philosophy underpinning this procedure is to include children who will add to the diversity of the school population and so ensure a representation of the broad demographic of our society regarding ethnicity, skills, abilities and socio economic levels.

DEFINITIONS

Parents: Parents / Guardians / Carers

RIGHTS AND RESPONSIBILITIES

Parents have the right to make an application for enrolment to St Joseph's College and to expect that that application will be duly considered.

St Joseph's College has the right to build a broad, inclusive community, and to make enrolment decisions such as to ensure that the School represents a balanced representation of a broader society, especially the most vulnerable.

The College has a responsibility to consider each application on its merits.

The College Registrar is the Enrolment Officer. This person is responsible for ensuring that the appropriate records are sought and maintained for each student, and that information is provided to other entities within the school as required, ensuring that the privacy of all individuals is maintained as necessary under law.

IMPLEMENTATION STEPS

- Unless there are exceptional circumstances, enrolments will generally occur in preparation for the start of a term (ie. not mid-term).
- The College will always seek to ensure that families are aware that difficult financial circumstances will not deter the College from enrolling a prospective student.
- Where students are seeking enrolment because they have been excluded from another school, St Joseph's College will enter into a process of informed discernment, seeking the most appropriate outcome for both the prospective student and the College.

- Where demand for enrolment is higher than the number of places available in a given year level, the following criteria will be taken into consideration by the Principal and/or the Enrolment Panel:
 - Catholic children (Baptised) and siblings of students currently enrolled at St Joseph's College.
 - Other children who have attended a Catholic primary or secondary school.
 - Children of staff currently working at St Joseph's College or of incoming staff new to the school.
 - Christian children who have not attended a Catholic primary school.
 - All other children.

Enrolment Process

1. Parents are required to complete an "Application for Enrolment" form and return this to the school. In the case of Year 7 applicants, this must occur by the designated closing date.
2. Pursuant to current enrolments, if the school is able to consider the enrolment, applicants are required to attend an enrolment meeting with the Principal (or nominee). The child should attend this meeting with their Parents.
3. The school will consider the enrolment information presented by the family and determine if an offer is to be made.
4. Letters of offer will be posted and parents will need to confirm their acceptance of the offer by completing the "Acceptance of Enrolment" form and paying the non-refundable enrolment deposit before the final date of acceptance.

Failure to return the "Acceptance of Offer" documentation and deposit by the stated return date may result in the Offer of Enrolment being withdrawn.

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